

DEPARTMENT OF NATURAL RESOURCES

SAMPLE POSITION DESCRIPTION

Classification: Forestry Specialist

Working Title: Tax Law Forestry Specialist

POSITION SUMMARY: The Tax Law Forestry Specialist provides field administration, coordination, and enforcement of the forest tax laws. In addition, the Tax Law Forestry Specialist inputs on policy development in collaboration with the Tax Law Team Leader. The Tax Law Forestry Specialist is a key internal and external consultant for staff, leadership, inter-divisional teams, and partner groups. This position maintains cutting-edge knowledge and expertise in the forest tax laws and silviculture by staying abreast of current research and maintaining an effective professional network. The customer base for this position includes Division staff with private forestry responsibilities, as well as colleagues throughout the Department and key partner groups, including corresponding external customers (small non-industrial private landowners and large-block non-industrial private landowners and industrial land managers), land trusts and owners of lands with conservation easements.

LOCATION, GEOGRAPHIC SCOPE & TRAVEL RESPONSIBILITIES: Tax Law Forestry Specialist positions are assigned to one of four Tax Law Teams, with a primary service area in specified counties. **The successful candidate will be offered a work location within the assigned area based on space availability. The five open station locations include Antigo, Green Bay or Sturgeon Bay, Pembine or Peshtigo or Governor Thompson State Park, Wausau and Cumberland.** In addition, if assigned large account landowners, the position is also expected to work across their land ownership statewide. Frequent travel is required throughout service area with occasional travel across the team and District and to Division headquarters with some over-night stays required.

SCOPE OF AUTHORITY: This position works under the general supervision of the one of the four Forest Tax Law Team Leaders within the Tax Law Section of the Bureau of Forestry Field Operations. This position implements major work projects with minimal oversight or review, assumes an independent role in working with landowners, consultants, other governmental agencies, and DNR staff; and independently makes decisions on complex assignments.

GOALS & ACTIVITIES:

65% A. Administer the Forest Tax Law Programs

- A1. Advise landowners of forest tax law program eligibility and requirements.
- A2. Review and approve applications for entry of lands into forest tax law programs.
- A3. Verify scheduled mandatory practices and update plans as necessary.
- A4. Ensure completion of mandatory practices to maintain compliance.
- A5. Assist with, evaluate and audit cutting notices & reports for approval and compliance with sound forestry principles and Tax Law program requirements.
- A6. Track harvesting on large accounts through use of WisFIRS, including timber types, size and density, harvest date, and verify regeneration needs.
- A7. Evaluate, process, and recommend transfers and withdrawals while working with the Tax Law Administration Specialist, Compliance Specialist or Tax Law Team Leader.
- A8. Assist Tax Law Section upon request to evaluate tax law policy for interpretation or update and communicate policy decisions to customers.
- A9. Maintain accurate information in WisFIRS to include landowner information, mandatory practices, completion of scheduled practices, pertinent field data and correspondence.

10% B. Enforce the Tax Law Programs

- B1. Communicate compliance concerns and work with customers toward resolution.

- B2. Coordinate enforcement activities through the compilation of evidence, completion of investigation, and testimony as needed.
- B3. Testify at contested case and public hearings as required.

10% C. Provide Technical Expertise

- C1. Provide silviculture, forest management, and tax law support for all tax law landowners, including sharing of silvicultural knowledge, working with foresters in the field, and reviewing of new scientific data.
- C2. Assist in training certified plan writer's initial certification and annual Tax Law recertification updates and assist with certification compliance.
- C3. Provide training as needed of new forest tax law policies and programs.

5% D. Monitor Conservation Easements on Tax Law Lands (*NOTE: This responsibility varies by position and may not be included in some positions*).

- D1. Conduct annual on-the-ground property monitoring and document observations on an annual monitoring report including supplemental documentation such as landowner correspondence, maps and photographs.
- D2. Update baseline document as needed with new maps, photographs and other necessary documents as outlined in conservation easement policy.
- D3. Maintain a working relationship and presence with landowners to field requests for forestry and non-forestry related activities that could affect the conservation values that are protected by the conservation easement i.e.: culvert installation or replacement, road and trail placement, fish enhancements.
- D4. Participate in program reviews and audits as needed.
- D5. Complete paperwork and updates as needed when a property is sold. Meet with new landowner to ensure landowner is aware of the easement and understands the effects it has on their property.

5% E. Partnerships Related to Forest Tax Law Programs

- E1. Serve on teams, projects, working groups, ad hoc groups, committees, etc. to advance the awareness for program goals and to promote sustainable forestry.

5% F. Performance Management

- F1. Work closely with the third-party auditors to select audit sites, contact landowners, contact field foresters, handle logistical needs, and facilitate that the proper documents are available to the auditors.
- F2. Prepare necessary documentation and forward results and recommendations for Corrective Action Requests to the Division's Sustainable Forest Certification Coordinator.

SPECIAL REQUIREMENTS:

- Meet requirements to operate a state vehicle.
- Ability to travel independently and on a timely basis.

KNOWLEDGE, SKILLS AND ABILITIES:

Upon Appointment:

1. Bachelor's degree in Forestry (preferred) from a school with a SAF accredited curriculum or equivalent as determined by the State Forester.
2. Knowledge and skill in the principles and practices of silviculture (science-based forest management practices) as applied to forest types common in the Great Lake Region or Lake States.
3. Knowledge and skill related to practical field forestry procedures including data collection, tree and site identification, regeneration assessment, forest aesthetics, silvics, pest identification and pest control procedures.
4. Knowledge of soils, their characteristics and potential impacts on forest cover types.
5. Knowledge and skill related to site preparation and reforestation techniques.

6. Knowledge and skill related to forest management practices that enhance wildlife habitat in the Lake States.
7. Knowledge and skill related to preparation of forest management plans.
8. Knowledge and skill related to word processing software to produce finished documents, spreadsheet software to tabulate and/or analyze data, presentation software to convey information to groups, air photo interpretation and GIS software, and email software necessary to communicate with others.
9. Knowledge and skill related to forestry tax laws.
10. Ability to work collaboratively in a team setting.
11. Oral and written communication skills, including training and presentation skills.
12. Interpersonal skills.

Full Performance:

1. Knowledge of DNR's statewide Forestry Program, including the principles of sustainable forestry and science-based natural resources management; the various Forestry sub-programs; emerging program growth areas; the forest types and forestry practices common to Wisconsin; and the associated policies, regulations, handbooks, and manual codes.
2. Knowledge and skill related to timber sale establishment, administration, and close out.
3. Knowledge and skill related to BMP (Best Management Practices) and their application.
4. Knowledge of forest industry facilities, utilization standards, and management commitments
5. Working knowledge of forestry interests within the state.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force between 50-75% in a year's time.

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, about 25% in a year's time.

Medium Work: Exerting up to 20-50 pounds of force occasionally and/or up to 25-50 pounds of force frequently, 10% in a year's time.

Heavy Work: Exerting up to 50-100 pounds of force occasionally and/or up to 25-50 pounds of force infrequently.

Physical Activity Requirements: The position requires bending at the waist, kneeling, crouching, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, fingering, sitting, standing, talking, hearing, seeing, clarity of vision at 20 feet or more, clarity of vision at 20 inches or less, and walking on foot.

Physical Surroundings and Hazards: Depending on the time of year, activities occur indoors and outdoors in varying amounts. This means that the employee could be exposed to temperatures below 32 degrees for periods of an hour or more, and temperatures above 100 degrees for periods of more than one hour. There may be situations involving sufficient noise to cause the employee to shout in order to be heard. The employee may be exposed to vibrating movements of the extremities or whole body. There may be exposure to hazards and situations (such as proximity to mechanical parts, electrical current, etc.) and/or exposure to conditions that affect the respiratory system or the skin.

Equipment Used: Primarily a 4x4 truck or vehicle will be operated, often for many miles and hours per day, and occasionally during inclement weather conditions. Occasional travel in small aircraft at low altitudes and high angles of bank (G-forces) while attempting to concurrently note observations, map, and/or photograph landscape objects. Additional equipment to be used at times in the performance of the position duties includes cell phone; GPS (Geographic Positioning System) units; radio, chainsaw, shovel; hand winch; clinometer; cruising stick; diameter tape; increment borer; computer (including word processing, spreadsheet, data base, GIS, ArcView, and multimedia presentations software), and hand-held data recorders.

Telework Evaluation: This position must be present at assigned station on a routine basis to be effective. Occasional telework is an option.

PD Addendum of WI DNR Competencies

Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.